



**United States Bankruptcy Court
District of Alaska**

VACANCY ANNOUNCEMENT #16-2

CLERK OF COURT

Position:	Clerk of Court
Type:	Full Time Permanent
Location:	Anchorage, AK
Close Date	April 11, 2016
Projected Start Date:	May 1, 2016
Salary:	JSP 16 (\$150,673- \$195,877)+ 5.31% COLA

The United States Bankruptcy Court for the District of Alaska is accepting applications for the position of Clerk of Court. The Court has one active judge and one recalled judge in Anchorage. In addition to its Anchorage location, the Court maintains a staffed office in Fairbanks and a partially staffed office in Juneau.

The Clerk of Court is an executive level manager and reports directly to the Chief Judge of the Bankruptcy Court. The Clerk of Court is appointed by the judges of the Court pursuant to 28 U.S.C. § 156. The Clerk of Court is responsible for managing all administrative and operational activities of the Clerk's Office, including: establishing strategic goals, budget development and execution; and coordinating activity with other court units, federal agencies and private legal associations. Additionally, the Clerk oversees the performance of the statutory duties of the office.

Representative Duties-

- Consults with and makes recommendations to the judges regarding court policies and procedures;
- Analyzes statutes, local rules and procedures affecting the operations of the court;
- Hires and assigns personnel as well as designs and manages training programs;
- Prepares and manages the annual court budget;
- Conducts special studies as directed;
- Prepares statistical and narrative reports;

- Serves as liaison to the Administrative Office of the U. S. Courts, the Federal Judicial Center, the Office of the U. S. Trustee, the General Services Administration, and various state and local bar associations;
- Directs the court's financial services including purchasing, investing, and accounting;
- Directs staff responsible for the case management and electronic case filing system;
- Responsible for the issuance of process and the maintenance of official records in the custody of the court; and
- Manages staff responsible for automation and information technology services.

Qualifications-

Applicants must have:

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirements.
- A performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational, prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills are essential.
- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.

Preferred Experience-

The preferred candidate will have prior managerial work experience in a federal bankruptcy or district court along with knowledge of bankruptcy procedure, CM/ECF, and the federal court budget process.

Experience Equivalents-

A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required experience. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Conditions of Employment-

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will," and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the Court.

Benefits-

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

Accrual of paid and sick leave days, and paid holidays.

- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit.)
- Available group life insurance and long term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee contributions.)

How to Apply-

Qualified applicants should submit the following documents:

- A cover letter including a narrative that:
 - outlines qualifications, relevant experience, management style and philosophy;
 - outlines major project involvement at the executive level with organizational impact;
 - addresses challenging experience in human resource management relating to
 - personnel issues; and
 - describes management experience with reduced or limited staffing and/or budget
 - resources.
- Current resume detailing specialized experience, salary history, functions managed and number of personnel supervised.
- Contact information for three (3) professional references knowledgeable of employment history (including legal and technical knowledge), character and integrity.
- Completed Application for Judicial Branch Employment (AO 78)
www.uscourts.gov/forms/AO078.pdf.

Submit all documents via email to jan_ostrovsky@akb.uscourts.gov **not later than COB (5:00 pm, AST) April 11, 2016**. The subject line should contain, “**Clerk Vacancy**”.

All applications will be screened by a review panel. The best qualified applicants will be invited for personal interviews at the applicant’s expense.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Margaret Bondi, Personnel Specialist, at (907)271-3923.

As a condition of employment, the selected candidate must successfully complete a ten-year mandatory background investigation and receive a subsequent favorable suitability determination. An FBI fingerprint check will also be performed.

The United States Bankruptcy Court for the District of Alaska is an Equal Opportunity Employer